



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **STAFF SERVICES ANALYST**

**\$2,817-\$4,579**

### **POLICY AND PLANNING BRANCH**

#### **SACRAMENTO**

**Limited Term - 6 months\***

#### **RESPONSIBILITIES:**

Under the direction of the Deputy Commissioner, Policy and Planning Branch, the incumbent will help develop the Department's Mental Health Parity permanent regulation. The analyst will independently conduct legal research and analysis with a strong emphasis on issues relating to the Mental Health Parity Act. In conjunction with appropriate legal staff, the incumbent will also develop work plans for promulgation of the regulation required by statute.

#### **DESIRABLE QUALIFICATIONS:**

- Extensive knowledge of the Mental Health Parity Act and the Department's operations and mission.
- Working knowledge of and prior work experience with the California rulemaking and regulatory process.
- Knowledge of the Department's autism emergency regulation and the requirements for extending the regulation and documenting the economic impacts of doing so.
- Excellent research skills.
- Excellent communication skills, both verbal and written.
- Ability to interpret information and synthesize results both independently and collaboratively as a team member.

#### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Staff Services Analyst level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

#### **STATEMENT OF QUALIFICATIONS:**

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

07/29/13 NT

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#### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

### **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#) and a "Statement of Qualifications" to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Staff Services Analyst, # 413-116-5157-901" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3316 or [nicole.terrell@insurance.ca.gov](mailto:nicole.terrell@insurance.ca.gov).

**FINAL FILING DATE:** August 5, 2013 by 5 p.m., Close of Business

**NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

**\*This position is limited term until December 2013**

07/29/13 NT

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